

YOUNG WORLD CHILD CARE CENTER

51 MAIN STREET
EASTHAMPTON, MA
527-3983

WWW.YOUNGWORLDCHILDCARECENTER.COM

Email-youngworldparents@gmail.com



FAMILY HANDBOOK 2025-2026

To the Families,

We thank you for allowing us to be a part of your family and your child's lives. We know that they are here for a short time, but each child and family leave a lasting impression on our hearts. The Young World team strives to create a cohesive relationship with each family to better the lives of the children.

-Young World Team

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*****Weekly and Monthly Curriculum, Newsletters, and any Young World news will be emailed to each family weekly. Please stay updated on your emails to stay informed about all the latest developments at Young World. Please inform us if any of your contact information has changed. *****

Portions of our handbook have been highlighted to address frequently asked questions or reminders we have received or given throughout the year.

MISSION

Young World Child Care Center's mission is to provide families in Easthampton and its surrounding communities with an Early Education and Care Center that ensures a high-quality program in a safe, nurturing environment. We strive to meet this goal by offering a program that enhances each child's early years and fosters a strong sense of family and community.

PHILOSOPHY

Toys are the tools, and play is the process of which our children learn about the world around them. At Young World, we believe that children develop into strong, independent individuals when provided with the proper materials, challenges, and opportunities to stimulate their social, emotional, physical, and intellectual growth.

Our programs offer nurturing, professional care for your child and are designed to help them develop a strong sense of self-worth. We provide your child with a warm, secure environment filled with love, good physical care, and an atmosphere conducive to learning. Your child will have the opportunity to grow socially, emotionally, physically, and intellectually through various learning centers and child-oriented tasks and skills. Children are encouraged to develop their self-esteem in an atmosphere of warmth and love, guided by nurturing, caring teaching professionals.

CURRICULUM

During your child's time at Young World, they will have the opportunity to learn through various learning centers and hands-on experiences. The curriculum is designed and geared towards the emotional and social interactions of the children. The emphasis of our

daily activities and our overall objectives is on learning rather than teaching. Our certified teachers combine a variety of activities to ensure the meeting of the curriculum goals, such as:

Block Building	Dramatic Play	Art	Self-help Skills
Texture Tables	Gross Motor	Story	Special Interests
Fine Motor	Music	Special Visitors	
Special Events	Circle Time	Science	Literacy
Math	Science	Engineering	
Social Studies			

Careful planning and preparation are conducted weekly to achieve these goals. Our curriculum is theme-based, and Parents will receive weekly communication detailing their child's classroom curriculum via email. Please take a moment to review the information you will receive. Parents will receive a monthly newsletter via email that may include educational concepts, upcoming activities, or news of upcoming special events.

Developmental Reports are written and shared with the parents twice a year for preschool children. Teachers also provide daily notes to inform parents about classroom activities. Individualized daily notes may also be provided on an as-needed basis.

Parents are welcome to request a teacher conference and visit the school during the day. Parent participation is encouraged through visits, sharing their knowledge, and providing special snacks. Please speak with your child's teacher about ways you could get involved!

YOUR CHILD'S FIRST DAY

It is normal for your child to feel anxiety upon entering a new situation, a new environment, and meeting new people. It may appear immediately, or it may not develop until weeks later. Our Staff is aware of these feelings and is on hand to make the child and parent feel welcome and comfortable.

On your child's first day, please bring a complete set of seasonally appropriate clothing (including socks and underwear) with your child's name on each item. These will remain at the Center. Please provide a small photograph of your child to identify their cubby. We have limited space for storing children's rest items. So please provide a **small blanket, a small pillow, and one small stuffed animal** for rest. We will send home rest time items in the first week of every month.

Children should always wear simple, washable clothes to be comfortable while engaging in active play.

Sneakers are the footwear of choice here at Young World. All other footwear is considered hazardous and is not permitted for wear. If your child arrives in anything other than sneakers, we will change their footwear into Young World sneakers.

The children will go outside in all kinds of weather, so they will need to be dressed appropriately each day - for example, in snowsuits, boots, hats, and mittens in the winter, and sweaters or jackets for cool fall and spring mornings.

Please be aware that clothing and accessories with entanglement hazards are not permitted at Young World. Such items would include, but are not limited to, necklaces, scarves, excessively long shoelaces, mittens on strings, and hoods or hats with long ties.

A file is kept for each child, including addresses, telephone numbers, emergency numbers, arrival and departure times, and the names of people authorized to pick up your child. If changes occur during the year, please notify the Director so that the file can be updated immediately. We will not allow anyone other than designated people to pick up your child.

TRANSITION FOR NEW FAMILIES

The transition begins when families have completed the initial visit, which includes a tour of The School and returning the pre-enrollment card with payment of the registration fee. Before a child begins, families are given an enrollment packet with the current Family handbook. Children are then transitioned over several days, depending on the child's needs. Typically, we require a child to have one or two 2-hour visits accompanied by a parent or a familiar adult (such as a grandparent) before the child's first "solo" day at school. If the child has settled in easily during this visit, the parent or familiar adult may leave and return at the end of the visit.

COMMUNICATION BETWEEN HOME AND SCHOOL

Keeping everyone informed is one key to a successful preschool experience. Please let us know if anything unusual happens in your home throughout the year. There could be a relative in the hospital, parents going away, moving, death of a relative or pet, fire in your home or immediate neighborhood, witnessing or being involved in an accident, etc. Even if your child seems unaffected, we may notice in their behavior that they are upset or confused. If we know the cause, we can better help your child cope with it.

Please provide us with a copy if you are separated from your spouse and have a custody agreement in place.

Please remember that children often feel uncomfortable when they are discussed publicly. To convey a message, drop a quick note in the tuition box, call the school, email, or ask the teacher to step into the hall if she has an assistant.

NUTRITION

Snacks are provided twice daily, once in the morning and again in the afternoon. We have provided our master snack menu. Changes to our snack menu are posted outside the classroom.

The school does not provide lunch. Parents are asked to pack their children a nutritious lunch with a beverage (100% Juice) and a water bottle.

Here are a few lunch suggestions:

A wide-mouth thermos can provide your child with a warm lunch, including soup, macaroni and cheese, spaghetti, or leftovers.

Sandwich Suggestion: peanut butter and jelly, ham and cheese, etc.

Dessert Suggestions: fresh fruit, fruit cup, yogurt, pudding, etc. We recommend these as an alternative to sweet treats, such as cupcakes.

Additional Suggestions: Include a "Love Note" for your child in their lunchbox. The children love this special surprise halfway through their day.

Please note: as refrigerator space is limited, please enclose an ice pack to keep lunch items cold. Please peel/section fruit when appropriate. Also, thoroughly heat soups, pasta, or other warm food items before placing them in a thermos. Finally, please ensure that you enclose spoons or forks as needed.

***Safety First – If your child has a food allergy, you must provide them with two snacks per day in addition to their lunch.**

Above all, we would like you to pack a healthy variety of foods you know your child enjoys and will eat. We sit with the children at lunchtime and encourage them to eat all of their lunch and practice "Good Table Manners." You might find the remainder of something in the lunchbox at the end of the day—our way of letting you know what your child ate and did not.

In keeping with a healthy lunch, gum, candy, and soda are NOT allowed. If candy of any kind is sent in with a lunch, the candy will be sent home.

Due to the high risk of choking/allergic reaction, whole nuts (i.e., trail mix) are prohibited. Additionally, parents of our 3-year-old students should remember to cut grapes in half, slice carrots, hot dogs, etc., lengthwise, and refrain from sending in popcorn. All of this is done to reduce the risk of choking.

HEALTH

Parents must provide current physical and up-to-date immunizations, which **must** be on file at Young World before their child can begin our program. The Department of Early Education and Care Regulation requires an updated yearly physical for each child in their file at the Center. As part of a child's record, Young World must maintain an individual healthcare plan for each child with a chronic medical condition diagnosed by a licensed healthcare practitioner. The plan must describe the chronic condition, its symptoms, any necessary medical treatment while the child is in care, potential side effects, and the potential consequences to the child's health if the treatment is not administered.

If a child becomes ill at school, they will be isolated, and the parent or designated person will be called to pick up the child within 30 minutes. If the child leaves school to visit the doctor at that time, we will require a note stating the illness, and we will follow the advice of our Health Care Consultant regarding readmission.

If your child has been vomiting or experiencing diarrhea, they should not attend Young World. **Your child should be symptom-free with no vomiting, diarrhea, or fever for 24 hours before returning.**

If your child has been running a fever of 100.0 degrees F or higher, your child should not attend Young World. Your child should be fever-free without medications (such as acetaminophen or ibuprofen) for at least 24 hours before returning. Symptoms that might warrant keeping your child at home include fatigue, loss of appetite, body aches, productive

cough (one that brings up mucus or congestion), barking cough, difficulty breathing, muscle pains, sore throat, loss of taste or smell, or headache. As a parent, you know best whether your child is well enough to participate in daily activities at Young World. However, these symptoms are not requirements to keep your child at home.

If your child has received antibiotics, they should have received a minimum of 24 hours' worth of antibiotics and be fever-free and symptom-free before returning.

We will administer the prescription medication that a physician has ordered. The medication must be in the prescription container, labeled with the child's name, dosage, date, and doctor's name. A staff member will provide a medication form for the parent to fill out (including date, time, dosage, possible side effects, etc.), and the parent will sign and date the form. Staff members administering the medication will sign and note the time and dosage of medication given.

We alert all parents when a child has been exposed to a contagious illness. Please take the time to read our Health Care Policy posted on our Policy Boards.

To reduce the spread of germs, we have employed various proactive measures, including daily sanitizing and disinfecting of all surfaces and toys. We strive to create a safe and healthy environment for all children at Young World. Your commitment to this is appreciated.

A telephone call is requested by 10 A.M. if your child will be absent for any reason.

All staff members have completed the required courses for First Aid, CPR, and Medication Administration.

TRANSITION WITHIN THE CENTER

Young World utilizes a developmental curriculum with age-appropriate activities. Typically, children are moved up to the next age group at the beginning of the school year. As the transition time approaches, teachers begin discussing the upcoming changes and addressing the transition that the children will experience (e.g., children are leaving their current classroom and moving to a new one). Parents are encouraged to bring a special snack for those leaving Young World to celebrate the occasion. Children moving to a new classroom go through a "Visit Days" series before the first day in their new classroom. These generally occur one to two weeks before the new school year begins with their peers. Parents are informed of the upcoming changes through a newsletter and then receive daily notes as the visits occur.

If Families would like to visit their child's new classroom, we can arrange a specific time.

Teachers will honor requests with written parental consent for information related to other programs, including any current Developmental Report, to facilitate transitions to Kindergarten or another program.

ENROLLMENT

Early Education & Care Enrollment is on a first-come, first-served basis. A child may be enrolled at any time during the year. If no space is available in the desired

age group, your child's name will be placed on a waiting list, and you will be notified of the first available opening.

INTAKE PROCEDURE

Deciding on a preschool that suits your family and child should be made carefully. For that reason, we observe the following procedure:

1. An initial phone call
2. A tour is set up with the Director.
3. If enrollment is desired, the parent will complete an Enrollment Card, pay the Registration Fee, and secure the child's place in the designated group. Before the child starts, the parent will be given enrollment forms to complete. These forms **must** be returned on or before the child's first day of school, including the physical and immunization forms.
4. The parents and the Director will meet when necessary to clarify forms, policies, and procedures.

The Center does not discriminate in providing services to children and their families based on race, religion, cultural heritage, political beliefs, national origin, marital status, sexual orientation, or disability. Enrollment is open to any child, provided the school can meet the child's needs.

EARLY EDUCATION & CARE

Young World is an Early Education and Care Center designed to fulfill the needs of working parents. Our Center is a structured program that follows a preschool schedule and routine. The school opens at 7:30 A.M. and closes promptly at 5:00 P.M. year-round. We want children to arrive by 9:00 so they can participate in the

entire morning routine. If your child is attending our Pre-k morning, they should arrive by 8:30 so they can be part of the Pre-k schedule.

Accommodations can be made if different schedules are needed.

WEEKLY TUITION RATES

Effective 9/2/2025

Full Day – Over 6 Hours Per Day

5 Days - \$285.00 3 Days - \$179.00

4 Days - \$233.00 2 Days - \$123.00

Half Day – Less Than 6 Hours Per Day

5 Days - \$260.00 3 Days - \$162.00

4 Days - \$212.00 2 Days - \$113.00

Tuition for the upcoming week is due on Friday. It will be adjusted to cover any extra hours of care. Tuition remains the same regardless of holidays or absences.

GRADUATION

Graduation for children attending Kindergarten in the fall of 2026 is **Friday, June 12, 2026**.

The Massachusetts Department of Education and Care requires us to close so we can participate in professional development. Professional Development Days have been added to our list of closings.

HOLIDAY CLOSINGS

The school is closed on the following holidays:

September

Labor Day – Monday, September 1, 2025

October

Indigenous Peoples' Day – Monday, October 13, 2025

November

Veterans' Day –Tuesday, November 11, 2025

Thanksgiving Break – Thursday, November 27, and
Friday, November 28, 2025

December

Christmas Eve-close at 12-Wed, December 24, 2025,
Close at Noon

Christmas Break –Thursday, December 25, 2025, and
Friday, December 26, 2025

New Year's Eve-close at 12- Wed, December 31, 2025

January

New Year's Break– Thursday, January 1, 2026, and
Friday, January 2, 2026

Martin Luther King Jr. Day – Monday, January 19, 2026

Professional Development- Friday, January 30, 2026

February

Presidents' Day – Monday, February 16, 2026

March

Professional Development-Friday, March 27, 2026

April

Patriots' Day – Monday, April 20, 2026

May

Memorial Day – Monday, May 25, 2026

June

Juneteenth-Thursday, June 19, 2026

July

Independence Day – Friday, July 3, 2026

August

Professional Development – Friday, August 28, 2026

POLICIES
TUITION POLICIES
REGISTRATION

A \$25.00 non-refundable enrollment fee is due annually for every school year. *** Holiday closings DO NOT change the weekly tuition rate. ***

TUITION

Tuition payment is due by Friday for the upcoming week with a one-day grace period (Monday at 5:30 P.M.). A \$5.00 late fee will be charged beyond the grace period. Failure to keep tuition payments on schedule will jeopardize your child's enrollment. Accounts that fall two weeks behind will result in the termination of care. Please consult with the Director to determine if any special arrangements are required.

CHECK RETURN POLICY

If your check is returned to us for insufficient funds, you will be charged a \$10.00 service fee.

LATE PICK-UP FEE

A late fee of \$15.00 for the first 5 minutes and an additional \$5.00 for every minute thereafter will be charged when a child is picked up after their scheduled school day. The payment is due by the end of the week.

ILLNESS

Payment remains the same whether the child is in attendance, as the child's placement in the group has been reserved. **A telephone call is requested by 10 A.M. if your child will be absent for any reason.**

WITHDRAWAL

A two-week written notice must be given in advance if your child is withdrawn from the program for any reason. Tuition must continue to be paid for these two weeks.

VACATIONS

One tuition-free week of vacation is allowed per school year (10 months). Children enrolled for the entire calendar year (12 months) will be eligible for one additional free week. Vacations (according to individual schedules) will be granted only after five months of enrollment have passed.

Written vacation notification, at least two weeks in advance, is required.

SNOW DAYS

The Center will strive to remain open on days when snow is expected. If we need to close The Center, it will be announced on WGGBabc40/FOX6 and WWLP-22News. No tuition will be refunded for a day that is closed. Snow Day Closures will be posted on our website and emailed to all families.

GENERAL POLICIES

PARKING

Parking is available in front of the building and along Main Street. The parking lot at the rear of the building is for **Staff ONLY**.

****PLEASE OBSERVE THIS POLICY****

Unauthorized parking in the rear lot interferes with Staff arriving for work and consequently can jeopardize the safety and supervision of the children.

CELL PHONES

Children expect and deserve our full attention. Keeping that in mind, Young World is a cell phone-free zone. We ask that you refrain from using your cell phone inside The Center.

SOCIAL MEDIA

According to D.E.E.C.'s Regulation 7.04, Section 2, we cannot permit photos of children to be posted anywhere (on the internet or otherwise) without the written consent of their parents. While it can be tempting to photograph your children and their friends and share them on social media, we must consider the safety and beliefs of all Young World families.

TRANSPORTATION PLAN

It is a Young World policy that parents or a designated adult be responsible for dropping off and picking up their preschool-age child at The Center.

Young World does not provide any transportation to and from The Center.

POINTS OF ENTRY

Young World's entrances are locked from the outside and can only be opened by those who possess a key. A video camera monitors all Points of Entry.

Drop off/Pick up Procedures:

Consistent drop-off and pick-up routines are helpful for all. Please follow the procedures outlined below for drop-off and pick-up.

DROP OFF

Parents are asked to enter The Center through the front door.

Parents are then asked to sign their child/children into the program by entering their name, the time they were dropped off, and their signature on the classroom sign-in clipboard. Parents will bring their children to their classroom, place their belongings in the cubby, escort their child to use the bathroom, and then say goodbye in their classroom. If your child's classroom is downstairs, please accompany them to their cubby, have them use the bathroom, wash their hands, and escort them to their classroom, then say goodbye.

PICK UP

Sign your child out with your name and document the pick-up time on the appropriate sign-in clipboard. Please go to the classroom doorway, and the teacher will assist your child in collecting their belongings and bringing them to you. Pick-up is an excellent time to read about your child's day using the information provided. If your child's classroom is downstairs, please go downstairs to your child's or children's cubby to collect their belongings and retrieve them from their classroom.

FIELD TRIPS

Young World organizes field trips within walking distance of The Center, which are always conducted under the supervision of Young World staff. Families will be notified in advance. Some classes will go on neighborhood walks on the sidewalk in front of the school.

ILLNESS POLICY

We ask that all acknowledge and adhere to the illness policy as stated below.

1. Parents must keep their children home when they are unwell. We encourage you to watch for signs of illness (fever > 100.0°F, diarrhea, vomiting, barking cough, difficulty breathing, muscle aches, sore throat, or headache) in your children.

2. If your child becomes sick while in our care with a fever greater than 100.0, they will be isolated

3. You must pick up your child from Young World within 30 minutes of our contact.

4. Your child may return to Young World after being fever-free without fever-reducing medication and symptom-free for 48 hours.

If your child visits their pediatrician and is diagnosed with a contagious condition, please notify us so we can share the information with the families in their classroom to be aware of potential symptoms.

It is vital in keeping our children, their families, and our Staff healthy.

EMERGENCY TRANSPORTATION

Please see the Health Care Policy

PLAN FOR EMERGENCY PREPAREDNESS

Educators will adequately handle all emergencies. Emergency information (location of the Center, emergency phone numbers, etc.) is posted by each phone in The Center according to Regulation 7.11(19)(1). Phones are available to educators at The Center, and cell phones are available when off the premises. Exit signs and evacuation routes are posted at every exit in classrooms and rooms with direct access to the outside.

EMERGENCY PLANS FOR EVACUATION OF THE CENTER

In an emergency, the teacher responsible for the group will take the class attendance sheet and lead the group out of the building. A second teacher will check areas of the room for stragglers to ensure that no one is left behind. If the teacher is alone, she will check for stragglers before she leads the group outside. When the group has arrived at the designated meeting place, the teacher will call out each child's name and wait for each child to respond. The Director will ensure that all children have been evacuated safely and are accounted for.

The Director, Assistant Director, or Designated Staff Person in Charge will visually inspect every classroom and program space (including bathrooms) to ensure no one has been left behind. Emergency information for each child will be available in the attendance clipboard for each classroom.

DESIGNATED MEETING PLACE:

For evacuation from the street level area of The Center, Staff and children will assemble in front of "City Space" and await instructions.

For evacuation from the basement level of the school or playground, Staff and children will walk up the driveway and meet the rest of the school in front of the "City Space" and await instructions.

CONTINGENCY PLANS: MISSING CHILD, FIRE, GAS LEAK, LOSS OF POWER, HEAT, WATER, NATURAL DISASTER, or OTHER EMERGENCY SITUATION

Plan for missing child:

Should a child become missing from The Center during an evacuation, Staff will report this information immediately to the Director, Assistant Director, or the Designated Person in Charge. She will report the information to emergency personnel upon arrival.

Should a child become missing from The Center, one teacher will remain with the group, and the second teacher will alert personnel at the site and follow their protocol. The Director will be made aware of the situation as soon as possible.

Plan in case of fire:

The Center evacuates immediately. Security and Fire Integrations monitors Young World's alarm system, and the proper emergency personnel will be dispatched.

Plan in case of a gas leak:

The Center will be evacuated immediately, followed by a phone call to 911.

Plan in case of utility loss:

The Center will contact the appropriate agency to determine the length of the loss. The program will proceed as usual if safety and comfort levels can be maintained during the failure. If safety and comfort levels cannot be maintained, parents will be contacted by phone to pick up their children.

Plan for natural disaster/city-wide emergencies:

The Center will contact the Emergency Management Director for the City of Easthampton regarding its Comprehensive Emergency Management Plan. The Center will follow their recommendation to either shelter in place or evacuate. If the recommendation is to shelter in place, educators will follow the advice of the Emergency Management Director regarding where to congregate within the building. Parents will be contacted by phone to pick up their children. In the event of an emergency requiring an extended evacuation of The Center, the children will be relocated to Florence Savings Bank, and parents will be contacted by phone to pick up their children.

The Director will review the Emergency Preparedness Plan annually as part of The Center's annual staff orientation.

TOYS FROM HOME

The Director and teaching staff have carefully selected educational and developmentally appropriate toys when setting up their classrooms. We know it is tempting for children to bring their new favorite toy to show their teachers or friends, but it can

distract them, including during rest time. Please help your child choose one stuffed animal to snuggle with during rest time. An occasional "Show and Tell" day will allow the children to bring and share their toys. Toy guns and weapons are not permitted at The Center. Gun/weapon play is not encouraged.

BIRTHDAYS

Our policy is to recognize each child's birthday, unless the parent requests otherwise. The parent may bring in a special snack. Please speak to the classroom teacher before the day to make arrangements. For safety reasons, please refrain from sending either balloons or candles.

TOILETING PLAN

1. No child shall be punished, verbally abused, or humiliated for soiling, wetting, or not using the toilet.
2. Children should be encouraged to use the toilet and receive assistance when necessary.
3. Children should be encouraged to wash their hands with soap and running water after using the toilet, before eating meals and snacks, and before handling food.
4. In addition to the above times, staff members shall wash their hands after assisting children with toileting.
5. Children shall be encouraged to flush the toilet before washing their hands.
6. Both Staff and children shall use individual paper towels to dry their hands.
7. Children shall be supervised at all times while using the bathroom.

8. Clothing soiled by feces, urine, vomitus, or blood shall be sent home in double-bagged, sealed plastic bags.

Please note that Young World strongly encourages the use of cloth underwear.

Toilet training status is not a requirement for enrollment eligibility.

BABYSITTING

Young World's policy is that employees of Young World do not engage in babysitting or caring for the families of Young World in a private setting.

REFERRAL POLICY

If the Director or the Center staff feels that an assessment for additional services would benefit the child. The Center will inform parents in writing and request that they contact the relevant agency.

All staff members are mandated reporters for the Department of Children and Families.

CHILD GUIDANCE

We believe the purpose of guidance and discipline is to help children learn, develop self-control, practice self-care, and engage in appropriate social interactions. The environment is designed to encourage learning through play with a variety of age-appropriate materials and routines. The curriculum and scheduling are designed to foster the child's growth in social, emotional, physical, and intellectual areas through multiple learning centers and child-oriented tasks and skills. Through this careful planning, we believe we reduce the opportunities for misbehavior.

It is our goal to help children be safe with themselves and others, develop positive self-esteem, develop self-control and appropriate coping skills, be able to express their feelings appropriately, become more independent, learn appropriate conflict resolution skills, be respectful of the environment and materials, and to be compassionate towards their peers and others.

Children are provided with clear, age-appropriate expectations that are followed consistently. When feasible, children are allowed to participate in establishing rules and consequences.

Young World employs the following techniques: modeling appropriate behavior, reinforcing positive behavior by recognizing children's positive actions, teaching new skills that encourage the use of words and compromise to resolve conflicts, ignoring inappropriate negative behavior, redirection, and temporarily losing privileges or access to certain activities.

The following practices are prohibited in the D.E.E.C. regulations:

- Corporal punishment (including spanking), cruel or severe punishment such as humiliation, verbal or physical abuse, neglect or abusive treatment (e.g., shaking, threats, derogatory remarks, depriving outdoor time, depriving or forcing food, discipline for wetting, soiling, or not using the toilet, forcing a child to remain in soiled clothes, sitting on the toilet for unusual periods), or any other unusual or excessive practices for toileting.
- Confining a child to a swing, high chair, crib, playpen, or any other equipment for an extended period instead of supervision; excessive time-out.

The D.E.E.C. does not permit any licensed childcare program to employ discipline techniques that involve the use of physical restraint.

The Staff of Young World works closely with parents to address children's difficulties and develop consistency between home and school. Educators discuss child guidance techniques to promote consistency within The Center.

Behavior problems that result in physical harm to children or adults, or require excessive one-on-one Staff to prevent frequent disruptions of the group's routine, shall be addressed through either the Young World referral procedures or the Young World Suspension/Termination policy. Parents are informed about behaviors that cause physical harm to children or adults or the destruction of property, through incident reports.

The behavior management techniques used will also include:

- Reasonable/positive expectations
- Choices offered
- Encouraging the development of self-control through understanding

Any staff member violating any part of the Child Guidance Policy will be subject to a one-day suspension without pay and placed on probation for one month for the first offense.

Second Offense: Two days suspension without pay and placed on two-month probation.

Third Offense: Subject to dismissal.

TERMINATION OF ADMISSION

The following scenarios may result in the termination of admission:

1. Serious illness of the child, preventing school attendance. Provisions can be made to ensure readmission when appropriate.
2. The parents allow their account to become delinquent. Accounts that fall two weeks behind will result in the termination of care.
3. Failure of the parents to honor the policies established by The Center.
4. In its sole discretion, the Center determines that it cannot meet the child's needs.
5. In its sole discretion, the Center determines that it is not in the Center's best interest or the best interest of the other children enrolled at the Center to have the child in attendance.

PROCEDURE FOR TERMINATION

In exercising discretion under #s 3, 4, and 5 above, The Center will require the child's parents to attend a conference(s) with The Center staff regarding the matters that potentially warrant termination.

Before termination, Young World will work with the parents to prepare the child and their classmates appropriately.

SUSPENSION

It is not the policy of Young World to use suspension as a tool for behavior modification. However, Young World may implement suspension for delinquent tuition or incomplete enrollment forms (including physical/immunization records).

ORGANIZATION

Y.W.C.C.C., Inc. d/b/a Young World Child Care Center is a corporation owned by Holly M. Kieszek. The corporation's Officers are President/Treasurer – Holly M. Kieszek.

Young World's Health Care Consultant is Kate Rolland, RN

Administrative and program development responsibilities are shared between the Director, the Assistant Director, and the Teachers. Staff members are involved in ongoing training sessions throughout the year, which include:

- Participation in workshops and seminars
- Monthly staff meetings
- School-wide Professional Development Days

The lines of authority are:

Executive Director
Director
Assistant Director
Lead Teacher
Teacher
Assistant Teacher
Teaching Assistant

All staff qualifications are regulated by the Massachusetts Department of Early Education and Care, and all staff members meet or exceed the requirements of the Department for their respective positions.

Young World participates in various co-op programs with area Colleges and High Schools.

Young World Child Care Center is licensed through the Massachusetts Department of Early Education and Care (D.E.E.C.). Parents may contact D.E.E.C. for information regarding the Center's regulatory compliance history at D.E.E.C. 95 Liberty St., Springfield, MA 01103, (413) 788-8401.

LICENSE #9157638

